



## **DIVISION OF MEDICAL SERVICES PROVIDER BULLETIN**

Volume 27 Number 9

<http://www.dss.mo.gov/dms>

November 8, 2004

### **PRIOR AUTHORIZATION REQUEST BULLETIN**

---

#### **CONTENTS**

- **PRIOR AUTHORIZATION REQUEST FORM CHANGES**
  - **AVAILABILITY OF PA REQUEST FORMS**
  - **TYPE OF SERVICE**
  - **FISCAL AGENT NAME CHANGE**
- 

#### **PRIOR AUTHORIZATION REQUEST FORM CHANGES**

With the implementation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), type of service is no longer a valid code set. Type of service codes should not be included on any Prior Authorization (PA) Request form submitted to Missouri Medicaid. To reflect this change, the PA Request form has been revised and the elimination of the type of service codes from this form was effective November 1, 2004.

The following changes have been made to Section III., Service Information, of the PA Request form:

- Field 17 – Type Serv. – has been renamed Procedure Code
- Field 18 – Procedure Code – has been renamed Modifiers

A copy of the revised PA Request form is attached to this bulletin and may be copied for future use. Providers are instructed to destroy any supply of old PA Request forms. Old forms received by the fiscal agent after December 1, 2004, will be returned to the provider with a copy of this bulletin and attached form. Providers will be required to complete and resubmit the information on a revised PA Request form.

## **AVAILABILITY OF PA REQUEST FORMS**

Providers have several options for accessing the revised PA Request form. To access the revised form, providers may:

- Make copies of the attached revised form for use in the provider's office;
- Save revised form to the provider's computer for future use;
- Request a supply of the revised form from the fiscal agent; or
- Access revised form through the provider manuals at <http://www.dss.state.mo.us/dms/>. Clicking on "Link to Form" for the Prior Authorization Request brings the form up in Adobe Acrobat Reader. The blank form can be printed and completed by hand or the form can be completed in Adobe and then printed. ***This is a new function.*** To enter information into a field, either click in the field or tab to the field and complete the information. When all the fields are finished, print the Prior Authorization Request and send to the address at the top of the form.

## **TYPE OF SERVICE**

In order to make up for the loss of type of service, all revised PA Request forms must reflect the appropriate service modifier with the procedure code and other modifiers (if applicable) when requesting prior authorization for the services defined below. For example, when requesting prior authorization for the rental of a durable medical equipment item, the procedure code must be submitted with service modifier "RR". Failure to do so may result in a PA Request denial.

<b>Service Modifier</b>	<b>Definition</b>
26	Professional Component (for lab or radiology services, if required)
54	Surgical Care Only
55	Postoperative Management Only
80	Assistant Surgeon
AA	Anesthesia Service Performed Personally by Anesthesiologist
NU	New Equipment (required for DME services)
QK	Medical Direction of 2, 3, or 4 Concurrent Anesthesia Procedures Involving Qualified Individuals
QX	CRNA Service; with Medical Direction by a Physician
QZ	CRNA Service; without Medical Direction by a Physician
RP	Replacement and Repair (required for DME services)
RR	Rental (required for DME services)
SG	Ambulatory Surgical Center (ASC) Facility Services
TC	Technical Component (for lab or radiology services, if required)

**FISCAL AGENT NAME CHANGE**

Effective October 1, 2004, Missouri Medicaid's fiscal agent began operating as Infocrossing Healthcare Services, Inc., formerly known as Verizon Information Technologies, Inc. Please note all addresses, post office box numbers, telephone numbers, fax numbers, email addresses and electronic business connections remain the same.

**Provider Bulletins** are available on the DMS Website at <http://www.dss.mo.gov/dms/pages/bulletins.htm>. Bulletins will remain on the Published Bulletin site only until incorporated into the [provider manuals](#) as appropriate, then moved to the Archived Bulletin site.

**Missouri Medicaid News:** Providers and other interested parties are urged to go to the DMS Website at <http://dss.missouri.gov/dms/subscribe/MedNewsSubscribe.htm> to subscribe to the listserve to receive automatic notifications of provider bulletins, provider manual updates, and other official Missouri Medicaid communications via e-mail.

**MC+ Managed Care:** The information contained in this bulletin applies to coverage for:

- MC+ Fee-for-Service
- Medicaid Fee-for-Service
- Services not included in MC+ Managed Care

Questions regarding MC+ Managed Care benefits should be directed to the patient's MC+ Managed Care health plan. Before delivering a service, please check the patient's eligibility status by swiping the red MC+ card or by calling the Interactive Voice Response (IVR) System at 1-800-392-0938 and using Option One.

**Provider Communications Hotline**  
**800-392-0938 or 573-751-2896**



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF MEDICAL SERVICES  
**PRIOR AUTHORIZATION REQUEST**

Return to: Infocrossing Healthcare Services, Inc.  
PO Box 5700  
Jefferson City, MO 65102

Authorization approves the medical necessity of the requested service only. It does not guarantee payment, nor does it guarantee that the amount billed will be the amount reimbursed. The recipient must be Medicaid Eligible on the date of service or date the equipment or prosthesis is received by the recipient. **SEE REVERSE SIDE FOR INSTRUCTIONS.**

**I. GENERAL INFORMATION**

1.	2. NAME (LAST, FIRST, M.I.)	3. DATE OF BIRTH
4. ADDRESS (STREET, CITY, STATE, ZIP CODE)		5. MEDICAID NUMBER
6. PROGNOSIS	7. DIAGNOSIS CODE	8. DIAGNOSIS DESCRIPTION
9. NAME & ADDRESS OF FACILITY WHERE SERVICES ARE TO BE RENDERED IF OTHER THAN HOME OR OFFICE.		

**II. HCY (EPSDT) SERVICE REQUEST**

**(MAY REQUIRE PLAN OF CARE)**

10. DATE OF HCY SCREEN	11. SCREENING <input type="checkbox"/> FULL <input type="checkbox"/> INTERPERIODIC <input type="checkbox"/> PARTIAL	12. TYPE OF PARTIAL HCY SCREEN
13. SCREENING PROVIDER NAME	14. PROVIDER NUMBER	15. TELEPHONE NUMBER (    )

**III. SERVICE INFORMATION**

**FOR STATE USE ONLY**

16. REF. NO.	17. PROCEDURE CODE	18. MODIFIERS	19. FROM	20. THROUGH	21. DESCRIPTION OF SERVICE/ITEM	22. QTY. OR UNITS	23. AMOUNT TO BE CHARGED	APPR.	DENIED	AMOUNT ALLOWED IF PRICED BY REPORT
(1)										
(2)										
(3)										
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										

24. DETAILED EXPLANATION OF MEDICAL NECESSITY FOR SERVICES/EQUIPMENT/PROCEDURE/PROSTHESIS (ATTACH ADDITIONAL PAGES IF NECESSARY)

**IV. PROVIDER**

25. PROVIDER NAME (AFFIX LABEL HERE)	
26. ADDRESS	
27. MEDICAID PROVIDER NUMBER	
28. SIGNATURE	DATE

**V. PRESCRIBING/PERFORMING PRACTITIONER**

29. NAME	30. TELEPHONE (    )
31. ADDRESS	
32. DATE DISABILITY BEGAN	33. PERIOD OF MEDICAL NEED IN MONTHS
I certify that the information given in Sections I and III of this form is true, accurate, and complete.	
34. SIGNATURE OF PRESCRIBING PHYSICIAN/PRACTITIONER	DATE

**VI. FOR STATE OFFICE USE ONLY**

DENIAL REASON(S): REFER TO FIELD 16 ABOVE BY REFERENCE NUMBERS (REF. NO.)

IF APPROVED: services authorized to begin

DATE

REVIEWED BY SIGNATURE ►

## **INSTRUCTIONS FOR COMPLETION**

### **I. GENERAL INFORMATION – To be completed by the provider requesting the prior authorization.**

1. Leave Blank
2. Recipient's Name – Enter the recipient's name as it appears on the Medicaid ID card. Enter the recipient's current address.
3. Date of Birth – Enter the recipient's date of birth.
4. Address – Enter the recipient's address, city, state, and zip.
5. Medicaid Number – Enter the recipient's 8-digit Medicaid identification number as shown on the Medicaid identification card or county letter of eligibility.
6. Prognosis – Enter the recipient's prognosis.
7. Diagnosis Code – Enter the diagnosis code(s).
8. Diagnosis Description – Enter the diagnosis description. If there is more than one diagnosis, enter all descriptions appropriate to the services being requested.
9. Name and address of the facility where services are to be rendered if service is to be provided other than home or office.

### **II. HCY SERVICE REQUEST (Plan of care may be required, see your provider manual)**

10. Date of HCY Screen – Enter the date the HCY Screen was done.
11. Screening – Check whether the screening performed was FULL, INTERPERIODIC, or PARTIAL.
12. Type of Partial HCY Screen – Enter the type of partial HCY Screen that was performed. (e.g., Vision, Hearing, etc.)
13. Screening Provider Name – Enter the provider's name who performed the screening.
14. Provider Number – Enter the provider's number who performed the screening.
15. Telephone Number – Enter the screening provider's telephone number including the area code.

### **III. SERVICE INFORMATION**

16. Ref. No. = (Reference Number) A unique designator (1-12) identifying each separate line on the request.
17. Procedure Code – Enter the procedure code(s) for the services being requested.
18. Modifier – Enter the appropriate modifier(s) for the services being requested.
19. From – Enter the from date that services will begin if authorization is approved (mm/dd/yy format).
20. Through – Enter the through date the services will terminate if authorization is approved (mm/dd/yy format).
21. Description of Service/Item – Enter the specific description of the service/item being requested.
22. Quantity or Units – Enter the quantity or units of service/item being requested.
23. Amount to be Charged – Enter the amount to be charged for the service.
24. Detailed Explanation of Medical Necessity of the service, equipment/procedure/prosthesis, etc. Attach additional page(s) as necessary.  
**Do not use another Prior Authorization Form.**

### **IV. PROVIDER REQUESTING PRIOR AUTHORIZATION**

25. Provider Name – Attach a Medicaid provider label or enter the requested provider's information exactly as it appears on the label.
26. Address – If a Medicaid provider label is not used, enter the complete mailing address in this field.
27. Medicaid Provider Number – If a Medicaid provider label is not used, enter the provider's Medicaid identification number.
28. Signature/Date – The provider of services should sign the request and indicate the date the form was completed.  
(Check your provider manual to determine if this field is required.)

### **V. PRESCRIBING/PERFORMING PRACTITIONER**

This section must be completed for services which require a prescription such as Durable Medical Equipment, Physical Therapy, or for services which will be prescribed by a physician/practitioner that require Prior Authorization. Check your provider manual for additional instructions.

29. Name – Enter the name of the prescribing/performing/practitioner.
30. Telephone Number – Enter the prescribing/performing/practitioner telephone number including area code.
31. Address – Enter the address, city, state, and zip code.
32. Date Disability Began – Enter the date the disability began. For example, if a disability originated at birth, enter date of birth.
33. Period of Medical Need in Months – Enter the estimated number of months the recipient will need the equipment/services.
34. Signature of prescribing/performing/practitioner – The prescribing physician/practitioner must sign and indicate the date signed in mm/dd/yy format. **(Signature stamps are not acceptable)**

### **VI. FOR STATE OFFICE USE ONLY**

Approval or denial for each line will be indicated in the box to the right of Section III. Also in this box the consultant will indicate allowed amount if procedure requires manual pricing.

At the bottom, the consultant may explain denials or make notations referencing the specific procedure code and description by number (1 thru 12). The consultant will sign or initial the form.